

TAB

SECRET

Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030046-4

Executive Registry

4-8595

16 November 1953

MEMORANDUM FOR: Acting Personnel Director

SUBJECT: Manner of Referrals to Office of Inspector General

1. There have been several instances within past months where representatives of the Office of Personnel have advised employee-complainants to proceed directly to the Office of Inspector General and state their case. Such a procedure is not deemed to be in the best interests of the employee, the Agency, or this Office.

2. The staff of this Office is extremely limited in numbers, and there is little alternative but to conduct business on an "appointment" basis. Additionally, if an employee has contacted the Office of Personnel to state a complaint or discuss a personal matter and is then referred to the Inspector General, I would prefer to receive prior notification from the Office of Personnel as to the nature of the complaint and the attitude and advice of the Office of Personnel before having the employee interviewed by a member of this Office.

3. I would, therefore, appreciate your establishing a procedure which would encompass the following points:

a. If in the opinion of the interviewing officer of Personnel, the employee should personally state his case to the Inspector General's Office, the employee be advised to telephone extension 466, and state that he (or she) has been advised by the Office of Personnel to seek an appointment with the Inspector General's Office.

b. The interviewing officer of Personnel take immediate action to prepare and transmit to the Inspector General's Office a memorandum stating the facts of the matter, the results of any investigation undertaken by Personnel, and the point-of-view of the interviewing officer on the issue at hand.


c. Attach to the memorandum the official personnel file.

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4. Your implementing action on this proposed procedure at an early date will be appreciated.

25X1A

  
/s/ MAN B. KIRKPATRICK  
Inspector General

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

MAIL ROOM 125 Curie Hall  
Processing & Records Division

NO.

DATE

NOV 18 1953

25X1A9a

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TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
[REDACTED]	220	18 NOV 1953	3 Dec 1953	CWC/18	
C/PRDS	218		3 Dec	VB	See file as back-up material for PDM 96-53.
[REDACTED]			9 Dec	JJ	
AC/Plas		9 Dec	10 Dec	BAB	Note above comment. This confirms the fact that we had not received this paper previously.
[REDACTED]		10 Dec		R.H.	
C/Plas		10 Dec	18 Dec	JJ	
<del>C/PRDS</del>					
[REDACTED]					
[REDACTED]					

Ray. Old file with back up in PDM 96-53  
BAB

#8 History file:  
OPM 96-53